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## MEMORANDUM

TO: Vermont Educators  
FROM: Office of Educator Licensing  
SUBJECT: Update on 2015 Renewals  
DATE: August 5, 2015

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The Agency of Education will close all 2015 renewal applications on **August 14, 2015**.

- Educators that have application statuses of 'under review' or 'review complete - awaiting payment' need to login to their account and complete their application. These educators will be reminded of application closure via their preferred email in the next five days. Applications must be complete to be approved.
- Educators, whose renewal applications have not received final approval, need to check their preferred email for messaging from the AOE. Their application is missing required materials.
- Educators, who requested formal copies of their renewed license, will receive these by September 1, 2015.

The Agency will be closing all 2015 renewal applications on August 14, 2015. Educators renewing their license(s) in 2015 that have not been approved by this time will need to [reinstate their license](#) to continue teaching in a public Vermont school.

### **Who do I contact with questions?**

- **General Educator Support:** [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us) or (802)479-1700
- **L/RSBs** questions can be directed to Deb Giles [deborah.giles@state.vt.us](mailto:deborah.giles@state.vt.us)
- **Superintendents & Designees** can contact Catherine Franks [catherine.franks@state.vt.us](mailto:catherine.franks@state.vt.us)

Thank you for your continued patience.